

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



October 7, 1988

ALL-COUNTY LETTER NO. 88-134

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: STATISTICAL REPORTING REQUIREMENTS - REFUGEE  
RESETTLEMENT PROGRAM MONTHLY GRANT REDUCTIONS,  
TERMINATIONS AND SANCTIONS (FORM RS 16 RRP)

This letter transmits to Counties the statistical form and instructions to be used for reporting grant reductions, terminations, and sanctions for refugees whose welfare grants are funded under the Refugee Resettlement Program through the Aid to Families with Dependent Children (AFDC); Refugee Demonstration Project (RDP); and Refugee Cash Assistance (RCA) programs.

Form RS 16 RRP, Refugee Resettlement Program Monthly Grant Reductions, Terminations and Sanctions, replaces Form RS 16 Refugee Demonstration Project (RDP) which only collected such data for those refugees participating in the RDP. The Federal Government has mandated that this data also be collected for the AFDC and RCA caseloads. Therefore, beginning November 1, 1988 counties are to discard Form RS 16 RDP and submit the new Form RS 16 RRP on a monthly basis. (This in no way affects the Form RS 16 TA, which collects grant reductions, terminations and sanctions data for refugees participating in the Targeted Assistance Program. The RS 16 TA is still a required form.)

Please use the enclosed camera-ready copy of the form to make copies for future reporting until a supply of these forms is available from the Department of Social Services warehouse.

If you have any questions regarding the form or instructions, please contact Ms. Carole Sharkey, Statistical Services Section, at (916) 323-5087 or ATSS 473-5077.

  
DENNIS J. BOYLE  
Deputy Director

Enclosures

cc: CWDA

REFUGEE RESETTLEMENT PROGRAM  
MONTHLY GRANT REDUCTIONS, TERMINATIONS AND SANCTIONS  
FORM RS 16 RRP

CONTENT

This report provides for the collection of monthly information on grant reductions, grant terminations, sanctions and the savings resulting from these actions, for refugees whose welfare grants are funded under the Refugee Resettlement Program.

PURPOSE

The purpose of this report is to collect data needed to meet federal and state reporting requirements of the Refugee Resettlement Program and for program evaluation.

DISTRIBUTION

Data from these reports will be compiled into a summary for use by Department Managers, the Legislature, the Federal Government and other interested agencies and individuals.

DUE DATE

Reports are to be received in Sacramento on or before the twentieth day of the month following the end of the report month (i.e. October report due November 20th; January report due February 20th). The report shall be sent to:

Department of Social Services  
Statistical Services Section  
744 P Street, MS 19-81  
Sacramento, CA 95814

If the report will be either delayed or incomplete in any way, please contact the Statistical Services Section at (916) 322-2230 or ATSS 492-2230.

DEFINITIONS

- |         |   |  |
|---------|---|--|
| Cases   | - | Cases with grant related actions.  |
| Persons | - | Persons carried in each of the reported cases.<br>Exception: persons reported in Part C -- Sanctions must be limited to the number of persons actually sanctioned. |
| Dollars | - | The amount of grant savings during the report month resulting from reductions, terminations or sanctions on the reported cases.                                    |

## INSTRUCTIONS

The report is divided into three parts: Part A - Reductions, Part B - Terminations, and Part C - Sanctions. In each part, report the number of refugee cases and persons whose cash grants were affected by participating in training or accepting an offer of employment during the report month.

### Part A - Reductions

Report the number of cases and persons whose cash grants were reduced for the first time during the current state fiscal year as a result of training or employment. Subsequent monthly reports should not include these cases and persons as they are to be reported once during a state fiscal year. Should there be a reduction in the cash grant after the beginning of a new state fiscal year, persons and cases reported during the previous fiscal year are to be reported.

Report the initial grant savings and all subsequent net savings resulting from grant increases/decreases. In computing these net savings, take into account all grant actions for cases and persons reported in previous reports during the state fiscal year.

### Part B - Terminations

Report the number of cases and persons whose cash grants were terminated as a result of training or employment. Report the total grant savings for the cases reported.

### Part C - Sanctions

Report the number of cases and persons whose cash grants were sanctioned for refusing to cooperate/participate in program activities or for refusing to accept an appropriate offer of employment. Person counts must be limited to the number of participants actually sanctioned -- do not include all members of the cash assistance unit if only the head of household was sanctioned. For the cases reported, provide the total grant savings for the entire length of the sanction (3 or 6 months).

If there is nothing to report on an item, enter "0"; however, if there is nothing to report on any of the items in either Part A, Part B, or Part C, draw a line across the entire part. Zero entries need not be made in this instance.

# REFUGEE RESETTLEMENT PROGRAM MONTHLY GRANT REDUCTIONS, TERMINATIONS AND SANCTIONS

Reports are due on or before the 20th of the month following the close of the report month.

Send original to:

Department of Social Services  
Statistical Services Section  
744 P Street, M.S. 19-81  
Sacramento, CA 95814

Send one additional copy to your program analyst

STATE USE ONLY

COUNTY

COUNTY

FOR THE MONTH OF

, 19

PART A. REDUCTIONS	CASES		PERSONS		DOLLARS	
1. Aid to Families with Dependent Children						
A. Family Groups	1		16		31	\$
B. Unemployed	2		17		32	\$
2. Refugee Demonstration Project						
A. Family Groups	3		18		33	\$
B. Unemployed	4		19		34	\$
3. Refugee Cash Assistance	5		20		35	\$

PART B. TERMINATIONS						
1. Aid to Families with Dependent Children						
A. Family Groups	6		21		36	\$
B. Unemployed	7		22		37	\$
2. Refugee Demonstration Project						
A. Family Groups	8		23		38	\$
B. Unemployed	9		24		39	\$
3. Refugee Cash Assistance	10		25		40	\$

PART C. SANCTIONS						
1. Aid to Families with Dependent Children						
A. Family Groups	11		26		41	\$
B. Unemployed	12		27		42	\$
2. Refugee Demonstration Project						
A. Family Groups	13		28		43	\$
B. Unemployed	14		29		44	\$
3. Refugee Cash Assistance	15		30		45	\$

## COMMENTS

REPORT PREPARED BY (PLEASE PRINT)

TELEPHONE NUMBER  
( )

DATE

**REFUGEE RESETTLEMENT PROGRAM**  
**MONTHLY GRANT REDUCTIONS, TERMINATIONS AND SANCTIONS**  
**FORM RS 16 RRP**

**CONTENT**

This report provides for the collection of monthly information on grant reductions, grant terminations, sanctions, and the savings resulting from these actions, for refugees whose welfare grants are funded under the Refugee Resettlement Program.

**PURPOSE**

The purpose of this report is to collect data needed to meet federal and state reporting requirements of the Refugee Resettlement Program and for program evaluation.

**DISTRIBUTION**

Data from these reports will be compiled into a summary for use by Department Managers, the Legislature, the Federal Government and other interested agencies and individuals.

**DUE DATE**

Reports are to be received in Sacramento on or before the twentieth day of the month following the end of the report month (i.e. October report due November 20th; January report due February 20th). The report shall be sent to:

Department of Social Services  
Statistical Services Section  
744 P Street, M.S. 19-81  
Sacramento, CA 95814

If the report will be either delayed or incomplete in any way, please contact the Statistical Services Section at (916) 322-2230 or ATSS 492-2230.

**DEFINITIONS**

- Cases — Cases with grant related actions.
- Persons — Persons carried in each of the reported cases. Exception: persons reported in Part C — Sanctions must be limited to the number of persons actually sanctioned.
- Dollars — The amount of grant savings during the report month resulting from reductions, terminations or sanctions on the reported cases.

**INSTRUCTIONS**

The report is divided into three parts: Part A-Reductions, Part B-Terminations, and Part C-Sanctions. In each part, report the number of refugee cases and persons whose cash grants were affected by participating in training or accepting an offer of employment during the report month.

**Part A — Reductions**

Report the number of cases and persons whose cash grants were reduced for the first time during the current state fiscal year as a result of training or employment. Subsequent monthly reports should not include these cases and persons as they are to be reported once during a state fiscal year. Should there be a reduction in the cash grant after the beginning of a new state fiscal year, persons and cases reported during the previous fiscal year are to be reported.

Report the initial grant savings and all subsequent net savings resulting from grant increases - decreases. In computing these net savings, take into account all grant actions for cases and persons reported in previous reports during the state fiscal year.

**Part B — Terminations**

Report the number of cases and persons whose cash grants were terminated as a result of training or employment. Report the total grant savings for the cases reported.

**Part C — Sanctions**

Report the number of cases and persons whose cash grants were sanctioned for refusing to cooperate, participate in program activities or for refusing to accept an appropriate offer of employment. Person counts must be limited to the number of participants actually sanctioned - do not include all members of the cash assistance unit if only the head of household was sanctioned. For the cases reported, provide the total grant savings for the entire length of the sanction (3 or 6 months).

If there is nothing to report on an item, enter "0"; however, if there is nothing to report on any of the items in either Part A, Part B, or Part C, draw a line across the entire part. Zero entries need not be made in this instance.